



DEPARTMENT OF THE ARMY
JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK
NONCOMMISSIONED OFFICER ACADEMY (NCOA)
1732 22ND STREET
FORT POLK, LA 71459

ATXZ-NC

January 13, 2015

MEMORANDUM FOR All Soldiers attending (WLC) Warrior Leaders Course (WLC).


SUBJECT: Academy Policy #33 Student Sponsorship.

1. Reference AR 600-8-08, The Total Army Sponsorship Program, 4 April 2006, TRADOC 350-10 Institutional Leader Training and Education, 12 August 2012, TRADOC 350-18, the Army School System, 21 Jul 2010, USASMA Course Management Plan (CMP) Warrior Leader Course, January 2013, SECARMY Memorandum Subject: Army Directive 2012-20.
2. Purpose: The goal of the JRTC and Fort Polk NCO Academy Sponsorship policy is to ensure all junior leaders whom are enrolled and are scheduled to attend the Warrior Leader Course have every opportunity to succeed. The Sponsor is a key element in this program. The Sponsor should be selected as early as possible from the Section or Company to which the Soldier/Student is assigned. While it is highly recommended that the Sponsor be in the direct NCO support channel of the student, this may not be possible due to mitigating circumstances. At a minimum the assigned Sponsor must be knowledgeable about the personal and professional needs of the Soldier. Individual Sponsors are key to the Soldiers success. This policy will serve as a guideline for the Soldiers/Students enrolled in the Warrior Leaders Course at Fort Polk.
3. Sponsor Requirements: Each Soldier who is scheduled to attend the Warrior Leader Course, or who is requesting admission in a walk-on status is required to have an individual Sponsor assigned by parent unit prior to in-processing. Sponsor must be a Warrior Leader Course (Primary Leadership Development Course (PLDC) or prior Service equivalent) graduate senior in grade or position to the student. To ensure the necessary support and assistance each student will be required to have an individual Sponsor present during in-processing. Sponsor will provide information to the NCOA Cadre during roll call, be present for Height and Weight screening, and remain during TA-50 inspections. It is strongly recommended that Sponsors are present during the Warrior Leader Course Army Physical Fitness Test to observe and support their Soldiers. The Commandant may deny enrollment to any Student who does not have a Sponsor present, or to any Student with a Sponsor that does not meet the stated requirements.
4. Sponsor Duties: The scope and duties for the Sponsor during attendance at a non-resident NCOES includes but are not limited to the following:
 - a. Sponsor will ensure that a complete and accurate TRADOC Form 350-18-2-R-E, Pre-Execution Checklist is provided to Soldier and present at Roll Call.

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- b. Sponsor will ensure that any permanent or temporary profiles are present and meet the requirement set forth in AR 40-501, Chap 8; AR 350-1, Chap 3; and TR 350-10, Chap 2, Para 2-6 (d); HRC Profile Policy for NCOES, 19 January 2007; SECARMY Memorandum Subject: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education, dated 17 September, 2012), and medical evaluation boarded Soldiers approved for continued service and related professional military education and military occupational specialty training, reference, AR 350-1, Para 3-9d; AR 600-60 Para 4-17; AR 40-400, Para 5-3b thru 5-3d.
 - c. Sponsor will ensure that Soldier has all items listed on the WLC Packing List, and that all items are clean and serviceable.
 - d. Sponsor will ensure that the Army Service Uniform (mandatory possession date 1 Oct 2014) is clean, serviceable, and fitted correctly prior to attendance at the Warrior Leader Course. Sponsors will ensure that awards, badges and decorations are appropriate and worn correctly according to applicable regulations.
 - e. Sponsor will ensure that any personal, professional, legal or medical issues which may prevent successful completion of the course are brought to the attention of the Chief of Training and the Senior Small Group Leader (SSGL) that the Student is assigned to.
 - f. Sponsor has the option to attend all disciplinary and administrative procedures which may result in the dismissal of their student.
 - g. Sponsor will ensure that both student and Small Group Leader (SGL) have accurate contact information for Unit First Sergeant and Sponsor prior to release from Day 1 in-processing.
 - h. Sponsor is encouraged to communicate with and monitor the progress of their Soldier while enrolled in the course.
 - i. Sponsors are encouraged to communicate with the students SGL and SSGL as often as is necessary to support their individual Soldier.
5. Requests for exception to these requirements must be addressed by the Unit First Sergeant to the Deputy Commandant of the JRTC and Fort Polk NCO Academy prior to the start of the course.
6. Point of contact for this memorandum is the Warrior Leader Course Chief of Training at (337) 531-6336.


NUUESE PASSI JR.
CSM, USA
Commandant